



Obtaining a Certificate of Occupancy For Existing Buildings

Before an existing building or structure shall be reoccupied, reused or a change is made in the occupancy, an occupancy permit shall have first been applied for and obtained. The following uses are exempt from such provision if the proposed use is of the same type and/or nature as the preceding use/occupant and does not require any use or variance approvals from the Zoning Board of Appeals:

1. One and two-family dwelling.
2. Individual residential units within a multifamily structure.
3. Individual office suites or units within an office building.
4. Individual businesses within a multi-unit commercial structure.

I FORMS TO COMPLETE

All requests to obtain a C.O. for Existing Building approval must be submitted with an **application**. Instructions can be found on the application. It must be fully completed and returned with the required fee (check or money order only).

II STANDARDS

In order to determine compliance with the technical codes for the intended occupancy, the Building Official may require detailed drawings or a general inspection, or both. When, upon examination and inspection, it is found that the building conforms to the provisions of the technical codes and the proposed occupancy (use) complies with the provisions of the Zoning Ordinance, including off-street parking, a C.O. shall be issued.

III INSPECTIONS

A building inspector will inspect the premises to ensure the building complies with the occupancy requirements and will require corrective work whenever discrepancies are disclosed.

- A. All electrical outlets, fixtures, appliances and equipment must be in place and properly connected or protected. Extension cords must be properly used and not overloaded.
- B. All HVAC and plumbing fixtures must be in place and properly connected.
- C. All required exit signs and emergency lighting must be in place and operational.
- D. All designated fire protection systems and appliances must be installed and be operational.
- E. All changes require compliance to accessibility code.

IV WHEN THE C.O. IS ISSUED

Upon examination and/or inspection, the building is found to be properly used, a C.O. will be issued. This C.O. is an authorization which certifies that at the time of issuance the structure was in compliance with the various ordinances of the City regulating building construction and land use.

V REVOCATION

The Building Official may, in writing, suspend or revoke a C.O. issued under the provisions of the codes whenever the certificate is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of City codes.



APPLICATION FOR A CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDINGS

*** Payment accepted by check or money order ***

Instructions: Please use ink and circle, check mark or write all requested data.

- I Business Name _____ Phone _____
 Business Address _____ City _____ State ____ Zip ____
 Applicant/Tenant Name _____ Phone _____
 Address _____ City _____ State ____ Zip ____
 Owner/Agent _____ Phone _____
 Address _____ City _____ State ____ Zip ____
- II Describe * Existing Use or Type of Occupancy. _____

 Describe * Proposed Use or Type of Occupancy. _____

*** NOTE: If Use is a Daycare or Personal Care list number of children or occupants.**

- III I hereby certify, that to the best of my knowledge, I have answered all of the above Questions truly and correctly. I also understand that a Certificate of Occupancy is required before any building or structure can be occupied or re-occupied by an owner or tenant.

Signature of Applicant

Date

Department Use Only

☐ Fee \$50.00

Sq. Ft. of Occupied Area _____	Parking On Site _____	Off Site _____
Construction Type _____	Occupancy Type _____	Number of Stories _____
Maximum Seating _____	Zoning District _____	Refer to MPC _____
Zoning: Approval Date _____	Building Approval Date _____	Fire Approval Date _____